COVID-19 – Coronavirus Policy

Effective date: 23 March 2020

Applies to: All Baiada personnel

Introduction

The World Health Organisation has announced that the COVID-19 virus is a pandemic. The virus is having far reaching impacts on people's lives and to business. The following policy updates the steps we are taking to mitigate the risk of transmission of the virus for any person in connection with our business.

Background

This outbreak was first identified in Wuhan, China and now has spread globally. For most people who contract the disease the effects are similar to the flu, however the disease can also be life threatening particularly for those people with compromised immune systems.

How the virus is spread

The virus is most likely spread through:

o   direct close contact with someone whom is infectious or in the 24 hours before their symptoms appear; or

o   touching objects or surfaces (eg door handles and tables) that are contaminated by the tiny respiratory droplets produced from a cough or sneeze of an infectious person and then touching your mouth or face.

Note: COVID-19 is not considered a food safety concern. There is no evidence at this time to suggest that COVID-19 is a foodborne pathogen.

As a consequence, individual behaviour is key to containing spread of the virus, and involves taking personal responsibility for measures, such as regular hygiene practices, early self-isolation and personal social distancing.

The time between exposure and when you would start seeing symptoms is usually five days but can range from two to fourteen days.

The symptoms of most coronavirus are similar to any other upper respiratory infection, including runny nose, coughing, sore throat, fatigue, and sometimes a fever and shortness of breath. In most cases people won't be able to tell whether they have the flu or coronavirus unless they are tested. As with the flu, greater concern is for those with compromised immune systems such as those that already sick or the elderly.

There is currently no vaccine available but scientists are working on it. The current strategy is to slow progression of the outbreak in Australia and to limit the burden on the health system by taking measures to reduce transmission.

Managing the spread

The following applies to employees, visitors and all contractors. As a minimum all personnel must take the following preventive measures. Note: There may be additional site specific measures to ensure social distancing and other aspects:

- **Personal**
  - Stay at least 1.5 metres away from other people, unless it is impossible to do so. This includes in areas such as the lunch room, visiting a colleague at their desk or walking in the hallway. Take personal responsibility. Be polite but firm. It is not rude to remind a co-worker to stay at least 1.5 metres away from you.
  - If you are in an area where it is not possible to obey the 1.5 metre rule make sure you are wearing the PPE provided.
  - Minimise close personal contact (face-to-face for 15 minutes or more, or in an enclosed space for two hours or more).
  - Cough and sneeze into your elbow.
  - Dispose of tissues immediately after use and wash your hands afterwards.
  - Frequent hand washing with soap for at least 20 seconds covering all areas of the hands and wrist and under your nails or if soap and water is not available use alcohol based hand sanitiser that contains at least 60% alcohol, ensuring you cover all areas of the hand and wrist and rub the areas with sanitiser for at least 20 seconds.
  - If you start getting any flu-like symptoms, you must let your manager know immediately and not come to work or if you are at work, go home until you are well. You should contact your GP and ask their advice about whether you should be tested for coronavirus immediately.
  - If you have a confirmed case of COVID-19, whether you exhibit symptoms or not, you must immediately let your manager know and isolate yourself to prevent it spreading to other people.
  - Notify the business if you or someone you are in regular contact with (eg. colleague, partner or family member on a daily basis) has been overseas in the last 14 days or shows signs of illness.

- **Workplace**
  - Avoid any intentional physical contact in the workplace, this includes no sharing of food or shaking hands etc.
  - Complete the Communicable Disease declaration as required including:
    - Staff on potential return to work from leave
    - Visitors and contractors (including drivers) on entry to site
    - On the first shift of the week
  - If you intend to travel overseas you need to apply for additional leave to cover 14 days self isolation on return. As at 18 March 2020 the Australian Government has advised all Australians not to travel overseas.
  - Defer/cancel all gatherings/lunches.
  - Hold meetings via video conferencing or phone call or limit face to face meetings to less than 15 minutes. If you have a face to face meeting,

ensure at least 1.5 metres is kept between participants. If possible, hold the meeting in a large and well ventilated room with all surfaces disinfected prior to commencement of the meeting.

- o Clean and disinfect high touch surfaces and all common areas regularly.

- **Business**
  Communication
  - o A copy of this policy will be made available to all staff (website/email/hand delivery) and posted on notice boards.
  - o Our suppliers will also be made aware of the actions we have taken to minimise the impact of the virus and our expectations of them.
  - o All employees and contractor staff are to be briefed on the risks and other information relevant to the virus and provided with advice as to what they need to do to protect themselves and prevent the spread of the virus.

  Movement
  - o There is to be no internal travel between sites for staff at all levels unless approved in advance by the Managing Director.
  - o No site visits by external contractors, consultants or visitors who have come from, or have been, overseas in the past 14 days
  - o All non-essential visits to site by external contractors, consultants or visitors (including unannounced audits) must be postponed.

  Personnel Management
  - o Management and IR resource of each site must conduct checks on the communicable disease declarations. If there is any reason to suspect the declaration is not accurate the individual will be required to leave work immediately and not attend work for 14 days.
  - o Management and IR resources at each site must look out for coughing/flu symptoms.
  - o Employees who appear to have respiratory illness or flu like symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately and should be subject to 14 days isolation, unless they have gone to a doctor and tested negative and have a doctor's clearance.
  - o Swipe cards and biometrics for personnel who take overseas leave or who have tested positive to COVID-19 should be deactivated.
  - o New starters, including agency and contractors, must present with a doctor's clearance if they have been showing symptoms of illness or been overseas, or in regular contact with a person (eg. colleague partner or family member on a daily basis) who has been overseas in the last 14 days or shows signs of illness.
  - o Notifications to the business that a staff member or someone whom the staff member is in close contact with (eg. colleague partner or family member on a daily basis) who has been overseas in the last 14 days or

shows signs of illness, will be escalated to the Head of Risk & Compliance and assessed on a case by case basis.

- o A social distancing plan must be developed for each site. This plan must minimise the number of close contacts of each worker which should include:
    - use of masks or other PPE;
    - where workers work "side by side" make those changes that are possible to create at least a 1.5M physical spacing between such workers;
    - separation of shifts so there is clear delineation & no overlap;
    - creation of teams of workers so that intermingling of the teams is reduced;
    - provide a means of identifying the different teams in the hatcheries, processing and further processing facilities
    - identify staff and roles that may be able to work remotely/from home.

Hygiene

- o Site must enact the following:
    - Increase the cleaning frequency of shared areas to a maximum of every 2 hours (lunchrooms, fridges and appliances, toilets, biometric scanners, turnstiles, etc). At the biometric scanner hand sanitiser is to be provided.
    - Emphasise staying home when sick, respiratory etiquette and hand hygiene by all employees:
        - ➤ Place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to your workplace and in other workplace areas where they are likely to be seen.
        - ➤ Provide tissues and no-touch disposal receptacles for use by employees.
        - ➤ Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
    - Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in common rooms to encourage hand hygiene.

Actions on Detection

Should any staff member test positive then we will enact site specific contingency plans which include the identification of potentially affected staff (from currently completed shift or other records), and a range of interventions to minimise transmission and mitigate the impact of the outbreak to our staff first and foremost, as well as maintain supply to our customers.

Further information

In the first instance contact your Site Manager or local IR. If they are unable to resolve your issue, they will refer you to someone who can.

Coronavirus: to learn more in respect of this health emergency please refer to the following authorised sources of information

DEPARTMENT OF HEALTH	https://www.health.gov.au/
SMARTRAVELLER	https://www.smartraveller.gov.au/
NSW HEALTH	https://www.health.nsw.gov.au/Infectious/alerts/Pages/coronavirus-faqs.aspx#5-1
WHO	https://www.who.int/emergencies/diseases/novel-coronavirus-2019

This policy is effective immediately and will remains in place for 6 months unless otherwise varied.

Simon Camilleri
Managing Director